



#### EDUCATIONAL REQUIREMENTS

- 216.01 R To be eligible to take any promotional examination, an officer must have twenty-seven (27) approved college semester hours in Criminal Justice or related fields, or must be actively enrolled in the required classes and scheduled to complete them by December 31st of the year ending immediately prior to the test. This requirement must be met regardless of the number of other college hours an officer has completed, or any degrees he/she holds, with the exception of policy 216.05 D. No college credit granted for police academy attendance or "life experiences" will be accepted toward promotional requirements. Officers completing the twenty-seven (27) approved college semester hours shall send an original transcript to the Training Bureau In-Service Training Coordinator.
- 216.02 To meet the twenty-seven (27) hour requirement, officers may choose from the approved courses listed below, or may take other courses if prior approval of the Chief of Police is obtained. Officers must maintain passing grades in all courses in order to receive credit towards this requirement.
- Any Criminal Justice course
  - Any Communications course (no more than 2 courses)
  - Any English course (no more than 2 courses)
  - Any Sociology course (no more than 2 courses)
  - Any Psychology course (no more than 2 courses)
  - Any Business or Management course (no more than 2 courses)
  - Any Computer course (no more than 2 courses)
  - Any Math course (no more than 2 courses)
  - Any Foreign Language course (no more than 2 courses)
- 216.03 All semester hours must be from an accredited college or university in order for them to apply to the requirement set out in Policy 216.02.
- 216.04 R The In-Service Training Coordinator will assess the validity of any such hours earned and will review transcripts from all colleges and universities. If an officer wants to appeal the In-Service Training Coordinator's decision for acceptable hours, the officer shall send an Officer's Report [through channels] to the Chief of Police. The report shall contain the name of the college/university he/she attended along with a list of courses that he/she believes meets the requirements of Section 216.01 and Section 216.02.

#### DETECTIVE PROMOTIONAL PROCESS

- 216.05 To be eligible to take the promotional exam for Detective, officers must meet the criteria in at least one (1) of the following categories prior to December 31st of the year ending immediately prior to the test:
- A. Three (3) years of experience as a commissioned Wichita Police Officer and a baccalaureate degree from an accredited college or university, including twenty-seven (27) hours of which must be selected from Policy 216.02;
  - B. Three and one-half (3.5) years of experience as a commissioned Wichita Police Officer and sixty (60) college semester hours from an accredited college or university, twenty-seven (27) of which must be selected from Policy 216.02;
  - C. Four (4) years of experience as a commissioned Wichita Police Officer and twenty-seven (27) college semester hours from an accredited college or university, selected from Policy 216.02;
  - D. Eight (8) or more years of experience as a commissioned Wichita Police Officer.

#### SERGEANT PROMOTIONAL PROCESS

- 216.06 To be eligible to take the promotional exam for Sergeant, a candidate must be currently assigned at the rank of Detective and have a minimum of twenty-seven (27) college semester hours from an accredited college or university selected from Policy 216.02. Candidates must also meet the criteria in at least one (1) of the following categories prior to December 31st of the year ending immediately prior to the test:
- A. Four (4) years of experience as a commissioned Wichita Police Officer and a baccalaureate degree from an accredited college or university, including twenty-seven (27) hours which must be selected from Policy 216.02;
  - B. Four and one half (4.5) years of experience as a commissioned Wichita Police Officer and sixty (60) college semester hours from an accredited college or university, twenty-seven (27) of which must be selected from Policy 216.02;
  - C. Five (5) years of experience as a commissioned Wichita Police Officer.

LIEUTENANT PROMOTIONAL PROCESS

- 216.07 To be eligible to take the promotional exam for Lieutenant, a candidate must be currently assigned at the rank of Sergeant and have a minimum of sixty (60) college semester hours from an accredited college or university, twenty-seven (27) of which must be selected from Policy 216.02. Candidates must also meet the criteria in at least one (1) of the following categories prior to December 31st of the year ending immediately prior to the test:
- A. Five (5) years of experience as a commissioned Wichita Police Officer and a baccalaureate degree from an accredited college or university, including twenty-seven (27) hours, which must be selected from Policy 216.02;
  - B. Five and one-half (5.5) years of experience as a commissioned Wichita Police Officer and sixty (60) college semester hours from an accredited college or university, twenty-seven (27) of which must be selected from Policy 216.02.

APPLICATION PROCEDURE

- 216.08 A qualified officer who wishes to take a written promotional examination shall direct an Officer's Report to the Training Bureau Commander through channels. The report should include the officer's seniority and education level. For officers taking a promotional exam at any rank for the first time, an official college transcript must be attached to the Officer's Report. Once a transcript is on file with the Training Bureau, officers are not required to resubmit, unless their educational status changes.
- 216.09 The In-Service Training Coordinator is responsible for verifying each officer's eligibility for each examination, and for notifying officers who are ineligible for the process in writing.
- 216.10 Prior to the test, any officer who desires to withdraw from the promotional testing process must immediately contact the In-Service-Training Coordinator and advise him/her of their decision to withdraw. The officer must also forward an Officer's Report through the chain of command to the Training Bureau Commander stating their decision to withdraw.

WRITTEN EXAMINATIONS

- 216.11 R Written examinations, which are the first step in the process for establishment of each promotional eligibility list, will be developed by the Training Bureau and reviewed and monitored by the Human Resources Department. Written examinations may not always be given annually depending upon the current and future position allocations and needs of the Department.

Written examinations are administered in January, between the 10<sup>th</sup> and 20<sup>th</sup> day of the month. The exact times and dates for the examinations will be posted on the Interwatch at least thirty (30) days prior to the examination dates. Members who are unable to take a test at the scheduled time will not be allowed to test at an earlier or later time, unless approved by the Chief of Police.

- 216.12 Sources for questions on the promotional tests include, but are not limited to:
- A. WPD Policies & Regulations Manual;
  - B. City of Wichita Personnel Manual, Section V;
  - C. Wichita City Code: Titles 4, 5, and 11;
  - D. Kansas Statutes Annotated: Chapter 21 and 22;
  - E. Study Guide prepared by the WPD Training Bureau;
  - F. Significant Supreme Court decisions;
  - G. Current Memorandum of Agreement between the City of Wichita and the Fraternal of Police (FOP);
  - H. Current Memorandum of Agreement between the City of Wichita and the Service Employees International Union (SEIU).
- 216.13 The Training Bureau Commander, or his/her designee, shall be present when written promotional tests are administered.
- 216.14 Officers may review their graded written exams in the Training Bureau, if requested within thirty (30) days after the final composite scores are posted.

SERVICE EVALUATION

- 216.15 Each officer's service evaluation score shall be computed using the last two (2) regularly scheduled Performance Appraisal form(s), which are due on or before December 31st of the year ending immediately prior to the test. Probationary Performance Appraisals will not be used.

SENIORITY

- 216.16 R Seniority credit for promotion purposes shall be computed from a seniority list provided by Fiscal Affairs using the officer's original appointment date as a police officer/recruit, or adjusted seniority date if service is broken. Seniority shall be broken if: (1) the employee resigns; (2) the employee is properly discharged; (3) the employee is laid off and not rehired within 18 months; (4) the employee is permanently disabled; or (5) the employee is demoted to a non-certified/non-commissioned position. Seniority credit shall be limited to twenty (20) years of service, and will be computed as of December 31st of the year ending immediately prior to the written examination.

INTERVIEWS

- 216.17 After the composite scores for the Detective exam have been compiled (which includes service evaluation, seniority credit and written examination) officers in the upper fifty percent (50%), or a minimum of forty (40) officers, will be scheduled for an interview.
- 216.18 After the composite scores for the Sergeant and Lieutenant exams have been compiled (which includes service evaluation, seniority credit and written examination) officers in the upper seventy percent (70%), or a minimum of 20 officers, will be scheduled for an interview.
- 216.19 R The Training Bureau Commander will choose persons to form three (3) interview boards, each consisting of at least three (3) members, and will appoint a chairperson for each board. Human Resources and the Chief of Police will review the board composition. One board will interview candidates for Lieutenant, the second board will interview Sergeant candidates, and the third board will interview Detective candidates. Board members will score candidates during the interview, using structured questions and rating sheets prepared by the In-Service Training Coordinator and approved by Human Resources. A member of Human Resources will assist with the interview panel orientation and intermittently monitor the interview process.
- 216.20 Interviews will be held during the first two weeks of February. Once the interview schedules are compiled, each eligible candidate will be notified of the date, time and location of his/her interview. Members who are unable to attend an interview during the scheduled date(s) for the respective rank they are competing for, will not be allowed to interview at an earlier or later date, unless approved by the Chief of Police.

SCORING

- 216.21 Officers will be scored in four (4) areas: Seniority, Service Evaluation, Interview, and Written Examination. Scores in these areas will be added into a composite score for each officer, according to the following scale.

	Detective	Sergeant	Lieutenant
Seniority.....	10 %	10%	10%
Service Evaluations.....	10 %	10%	10%
Interview.....	30 %	35%	40%
Written Examination.....	50 %	45%	40%

ELIGIBILITY LISTS

- 216.22 Eligibility lists will be established for use by the Chief of Police in making promotions to the ranks of Detective, Sergeant, and Lieutenant.
- 216.23 R The promotional cycle will run from March 1<sup>st</sup>, following the administration of the respective test until the last calendar day in February of the following year. Each eligibility list is effective on March 1<sup>st</sup>, which follows administration of the respective test, and each will stand for one (1) year, unless exhausted prior to March 1st of the following year.
- 216.24 R The eligibility lists will contain the final composite scores, in rank order. They will be compiled by the In-Service Training Coordinator and verified by Human Resources. The Training Bureau Commander will deliver the final lists to the Chief of Police. The lists will then be posted on official Department bulletin boards for at least thirty (30) days.
- 216.25 For each list, only officers ranking in the top twenty-five percent (25%), or a minimum of five candidates, whichever is greater, will be considered for promotion. In the event there are less than five eligible candidates on the promotional list, all will be considered for promotion.
- 216.26 Candidates in the lower seventy-five percent (75%) of each list will be eligible to rise to the respective top twenty-five percent (25%) grouping on each list as promotions reduce the number of names originally on the "top twenty-five percent" lists.